R E P O R T R E S U M E S

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RECORDS OF SUPERVISED OCCUPATIONAL EXPERIENCE AND TRAINING IN VOCATIONAL AGRICULTURE.

BY- BURCROFF, WALTER AND OTHERS

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DESCRIPTORS- *VOCATIONAL AGRICULTURE, *WORK EXPERIENCE, COOPERATIVE EDUCATION, *RECORDKEEPING, *RECORDS (FORMS),

HIGH SCHOOL VOCATIONAL AGRICULTURE STUDENTS MAY KEEP RECORDS OF THEIR SUPERVISED OCCUPATIONAL EXPERIENCE IN THIS RECORD BOOK. DEVELOPED BY A NATIONAL COMMITTEE OF TEACHERS, SUPERVISORS, AND TEACHER EDUCATORS, IT PROVIDES SPACE FOR RECORDING ESSENTIAL PLANS, PLACEMENT AGREEMENTS, MONTHLY WORK EXPERIENCES, FINANCIAL SUMMARIES, ACTIVITIES, AND CONFERENCES. A TEACHER'S GUIDE IS ALSO AVAILABLE (VT 001 589). BOTH THIS DOCUMENT AND THE TEACHER'S GUIDE ARE AVAILABLE FOR 50 CENTS EACH FROM THE FRENCH-BRAY PRINTING COMPANY, CANDLER BUILDING, BALTIMORE, MARYLAND 21202. QUANTITY DISCOUNTS ARE AVAILABLE. (JM)

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OFFICE OF EDUCATION

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Records of Supervised Occupational Experience And Training in Vocational Agriculture

"To live and work on a good farm is pleasant, challenging, and rewarding"

NAME_____ ADDRESS_____ PHONE_____

SOCIAL SECURITY NUMBER_____ SCHOOL_____

INSTRUCTOR_____ PHONE_____

SCHOOL YEAR_____ 19____ TO_____ 19____

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PURPOSE OF THIS BOOK

Supervised work experience is an essential feature of a course in vocational agriculture. Your experience should include the production and marketing of crops and livestock and other experiences necessary for successful careers in agriculture. For many students, this chance for experience may be available at home. Other students with limited opportunities at home may find that placement with cooperating employers on such places as good farms, greenhouses, and nurseries which are approved by the school, may be the best way to get the needed experience. In either case this record book will assist you and your teacher in planning and conducting a program of practical work experience that will supplement your class instruction and guide you in attaining your objectives.

Specifically this book provides space for:

1. Describing the places where you work.
2. Recording the kind of experience planned.
3. Recording the details of the placement agreement.
4. Recording work experiences by months.
5. Keeping records of your accomplishments.

Records of other phases of your farming program should be kept in the manner prescribed by your teacher.

PREPARATION OF THIS BOOK

Many teachers and others assisted in testing and developing the ideas reflected in this record book. The national committee listed below is to be commended for its contributions.

WALTER BURCROFF, *Teacher of Vocational Agriculture,* Connecticut

W. R. CRABILL, *Area Supervisor,* Virginia

NORMAN HOOVER, *Teacher Trainer,* Pennsylvania

H. NEVILLE HUNSICKER, *Program Specialist,* U. S. Office of Education

HENRY L. POLIS, *Supervisor,* Washington

WILLARD WOLF, *Teacher Trainer,* Ohio

W. HOWARD MARTIN, *Teacher Trainer,* Connecticut (Chairman)

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PLANS FOR GETTING STARTED IN AN AGRICULTURAL CAREER

My career choices are:

DATE _____

FIRST _____

SECOND _____

THIRD _____

Describe education and experience needed for each career. Outline your plans for reaching them. Show the relationship of work experience to these careers.

	WHAT IT TAKES (Experience, Education, Money, other)	PLANS FOR REACHING MY OBJECTIVES
FIRST		
SECOND		
THIRD		

WHERE I WORK

After you and your teacher have found an employer you should learn about the agricultural activities of his farm or establishment. This will help you and your teacher to plan with your employer to provide you with the broadest experience possible. Have your employer help you to get needed information.

1. FARM: *(Owner)* _____ *(Address)* _____

A. Livestock	Type	Number	C. Buildings
			D. Machinery
B. Crops			
			E. Service

2. FARM: *(Owner)* _____ *(Address)* _____

A. Livestock	Type	Number	C. Buildings
			D. Machinery
B. Crops			
			E. Service

WHERE I WORK

1. Supplementary Agricultural Work:

A. Type

B. Scope of Operations

C. Buildings

D. Machinery

E. Other

2. Supplementary Agricultural Work:

A. Type

B. Scope of Operations

C. Buildings

D. Machinery

E. Other

MY WORK EXPERIENCE PROGRAM—PLANS

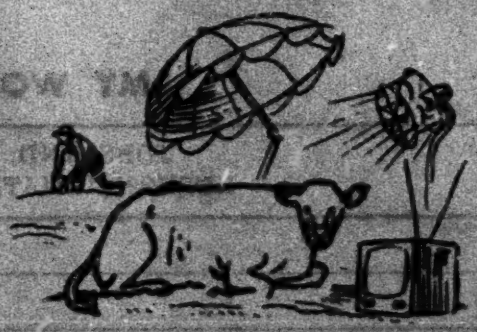
List the jobs you will do and the responsibilities you will take in your work experience program. Add to this list as you study and work. Describe the extent of the experiences gained as the jobs are completed. Use such terms as "can do well" or "need more experience".

JOBS AND RESPONSIBILITIES	DEGREE AND EXTENT OF EXPERIENCES GAINED

MY WORK EXPERIENCE PROGRAM—PLANS

JOBS AND RESPONSIBILITIES	DEGREE AND EXTENT OF EXPERIENCES GAINED

SUMMARY OF FARM AND HOME IMPROVEMENT PROJECTS ON STUDENT'S HOME PLACE



Date	KIND AND SCOPE OF IMPROVEMENT PROJECTS	Hrs. Student Labor	Cost If It Applies

PLACEMENT AGREEMENT

For The Supervised Work Experience of a Student of Vocational Agriculture

To provide a basis of understanding and to promote business relationships this memorandum is established on_____ 19___.

This work will start on_____ 19___ and will end on or about_____ 19___ unless the arrangement becomes unsatisfactory to either party.

Person (employer) responsible for training_____

The usual working hours will be as follows:

While attending school_____

When not attending school_____

Provisions for overtime:_____

Provision for time off:_____

Liability Insurance coverage (type and amount)_____

Wages will be at the following rate(s): Trial Period:_____

Remainder of the Agreement Period:_____

And will be paid (when?):_____

IT IS UNDERSTOOD THAT THE EMPLOYER WILL:

_____ **Provide the student with opportunities to learn how to do well as many jobs as possible, with particular reference to those contained in the Planned Program. (Pages 4 and 5)**

_____ **Coach the student in the ways which he has found desirable in doing his work and handling his management problems.**

_____ **Help the teacher make an honest appraisal of the student's performance.**

_____ **Avoid subjecting the student to unnecessary hazards.**

_____ **Notify the parent and the school immediately in case of accident or sickness and if any other serious problem arises.**

_____ **Assign the student new responsibilities when he can handle them.**

_____ **Cooperate with the teacher in arranging a conference with the student on supervisory visits.**

_____ **Provide other considerations:_____**

THE STUDENT AGREES TO ITEMS CHECKED BELOW:

_____ Do an honest day's work recognizing that the employer must profit from his labor in order to justify hiring him.

_____ Keep the employer's interest in mind and be punctual, dependable, and loyal.

_____ Follow instructions, avoid unsafe acts, and be alert to unsafe conditions.

_____ Be courteous and considerate of the employer, his family, and others.

_____ Keep such records of work experience and make such reports as the school may require.

_____ Develop plans for management decisions with the employer and teacher.

Other: _____

_____

_____

THE TEACHER, IN BEHALF OF THE SCHOOL, AGREES TO:

_____ Visit the student on the job at frequent intervals for the purpose of instruction and to insure that he gets the most education out of his experience.

_____ Show discretion at the time and circumstances of these visits, especially when the work is pressing.

Other: _____

_____

_____

THE PARENT AGREES TO:

_____ Assist in promoting the value of the student's experience by cooperating with the employer and the teacher of vocational agriculture.

_____ To satisfy himself in regard to the living and working conditions made available to the student.

Other: _____

_____

_____

ALL PARTIES AGREE TO:

_____ An initial trial period of _____ working days to allow the student to adjust and prove himself.

_____ Discuss the issues with the teacher before ending employment.

Other: _____

_____

STUDENT _____ **EMPLOYER** _____

Address _____ **Tel. No.** _____ **Address** _____ **Tel. No.** _____

Social Security No. _____

PARENT _____ **TEACHER** _____

Address _____ **Tel. No.** _____ **Address** _____ **Tel. No.** _____

School Tel. No. _____

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Social Security No. _____

PARENT _____ **TEACHER** _____

Address _____ **Tel. No.** _____ **Address** _____ **Tel. No.** _____

School Tel. No. _____

CUT ON THIS LINE

RECORD OF WORK EXPERIENCES (PAID AND UNPAID) AND WAGES RECEIVED

MONTH _____ 19__

SUMMARY OF THE WORK I DID (List the *different kinds* of jobs you did this month)*	Hours Worked Per Day			Wages Received
	Date	No. Hours		
		Unpaid	Paid	
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	TOTAL FOR MONTH			

* Include managerial responsibilities

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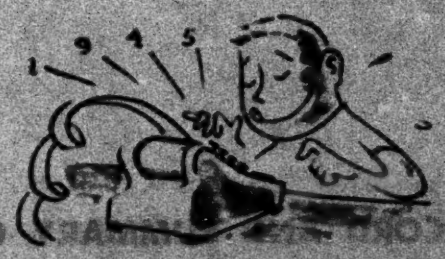
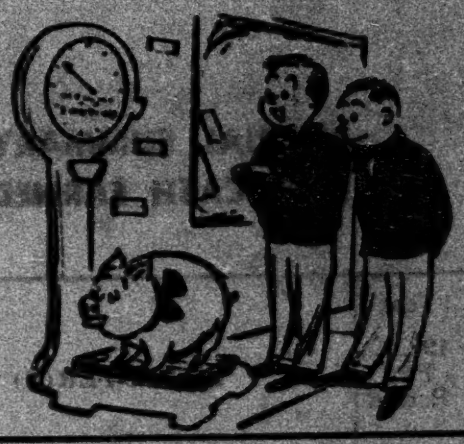


ANNUAL SUMMARY OF WORK EXPERIENCES AND CASH EARNED FROM HOURS WORKED

Year 19___ Pay Period	EMPLOYER(S)	Total Hours 1		Cash Earned Before Deductions 2		Deductions				Take Home Pay 5	
						Social Security 3		Income Tax 4			
		Paid	Unpaid	$	cts.	$	cts.	$	cts.	$	cts.



RECORD AND SUMMARY OF NON-CASH EARNINGS FROM WORK EXPERIENCE

A. LIVING ACCOMMODATIONS AND SERVICES
(Room, meals, laundry, etc. away from home)

Year 19___ Date	Item	Quantity	Value
			$
	TOTAL	XXX	

B. RESOURCES FOP PERSONAL FARMING
(Stock, feed, use of machinery, land, etc.)

	Item	Quantity	Value
			$
	TOTAL	XXX	

C. OTHER NON-CASH EARNINGS

	Item	Quantity	Value
			$
	TOTAL	XXX	
	GRAND TOTAL VALUE $		

SUMMARY

1. Grand Total Value of Non-Cash Earnings..... $_____
2. Grand Total Value of Cash Earnings (Page 21, Column 2)..... _____
3. Total Earnings from Work Experience (1 plus 2)..... _____

MY FINANCIAL STATEMENT

Year: Beginning _____, 19___

Ending _____, 19___

ITEMS	Beginning of Year	End of Year
ASSETS		
1. Cash on hand and in Bank	$	$
2. Cash value of life insurance		
3. Market value of stocks or bonds		
4. Accounts receivable, withholding tax, other		
5. Value of land, buildings and equipment (student's share only)		
6. Value of livestock and poultry (student's share only)		
7. Value of crop products, feed, seed, supplies (student's share only)		
8. Other assets (list)		
A. Total Assets	$	$
LIABILITIES		
1. Accounts payable (list)		
2. Other		
B. Total Liabilities	$	$
STUDENT'S NET WORTH *(Item A minus B)*	$	$
NET GAIN OR LOSS	xxxxxxxxxx	$

FFA, SCHOOL AND COMMUNITY LEADERSHIP ACTIVITIES

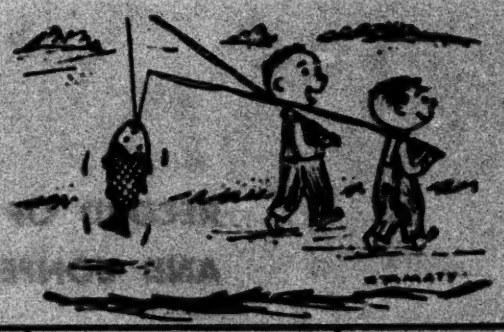
A. Degrees and Offices Held in the FFA

Degree	Date Conferred
Greenhand	
Chapter Farmer	
State Farmer	
American Farmer	

School Year	Office	Number Months Served			
		Local	District	Area	State

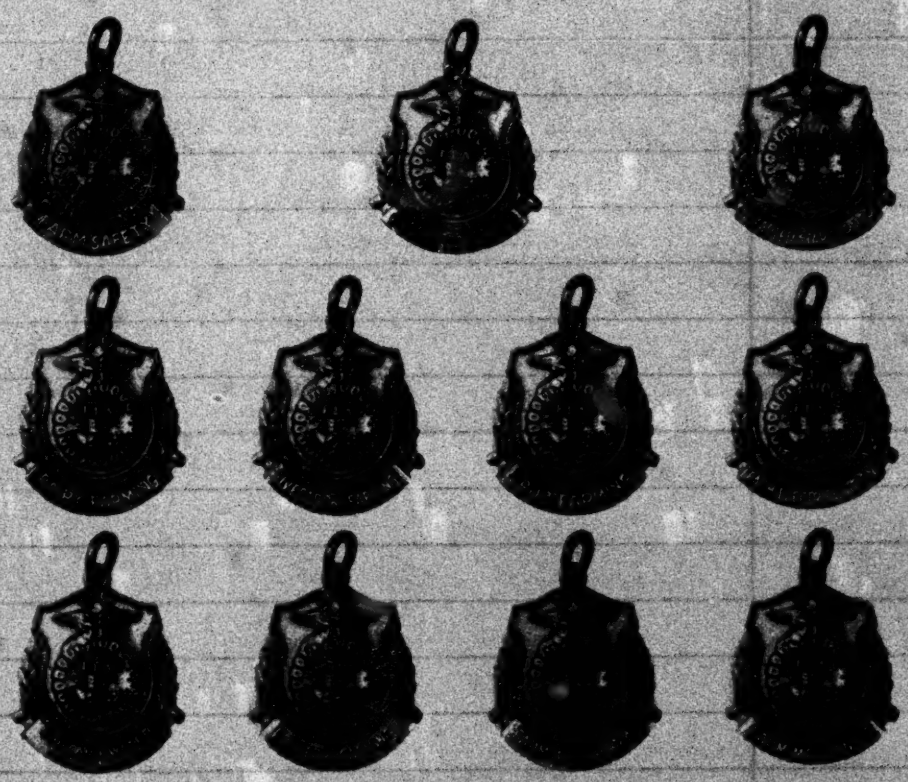
B. Other Participation

School Year	Participation in leaderahip events, such as public speaking, banquet, committee chairman, judging and Honor Society (specify)	Indicate level, such as Local, District, State and National				Status or rank such as superintendent, toastmaster, delegate, chairman
		Local	Dist.	State	Nat'l	



FFA, SCHOOL AND COMMUNITY COOPERATIVE ACTIVITIES

Nature of activities (Cooperative buying, selling, pig chains, use of cooperative credit, farm organizations, banquets, demonstrations, tours, fairs, and shows)	School Year	Responsibilities or Participation	Scope, Number, Amount, etc.



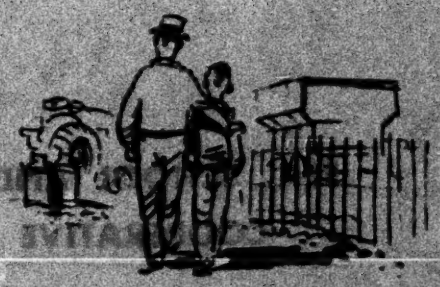
LOOK WHAT YOU CAN WIN!

FFA Foundation Awards

1. In your Local Chapter
2. In your State Association
3. Nationally

MEDALS! CASH AWARDS! See National FFA Foundation Bulletin "Awards For You"

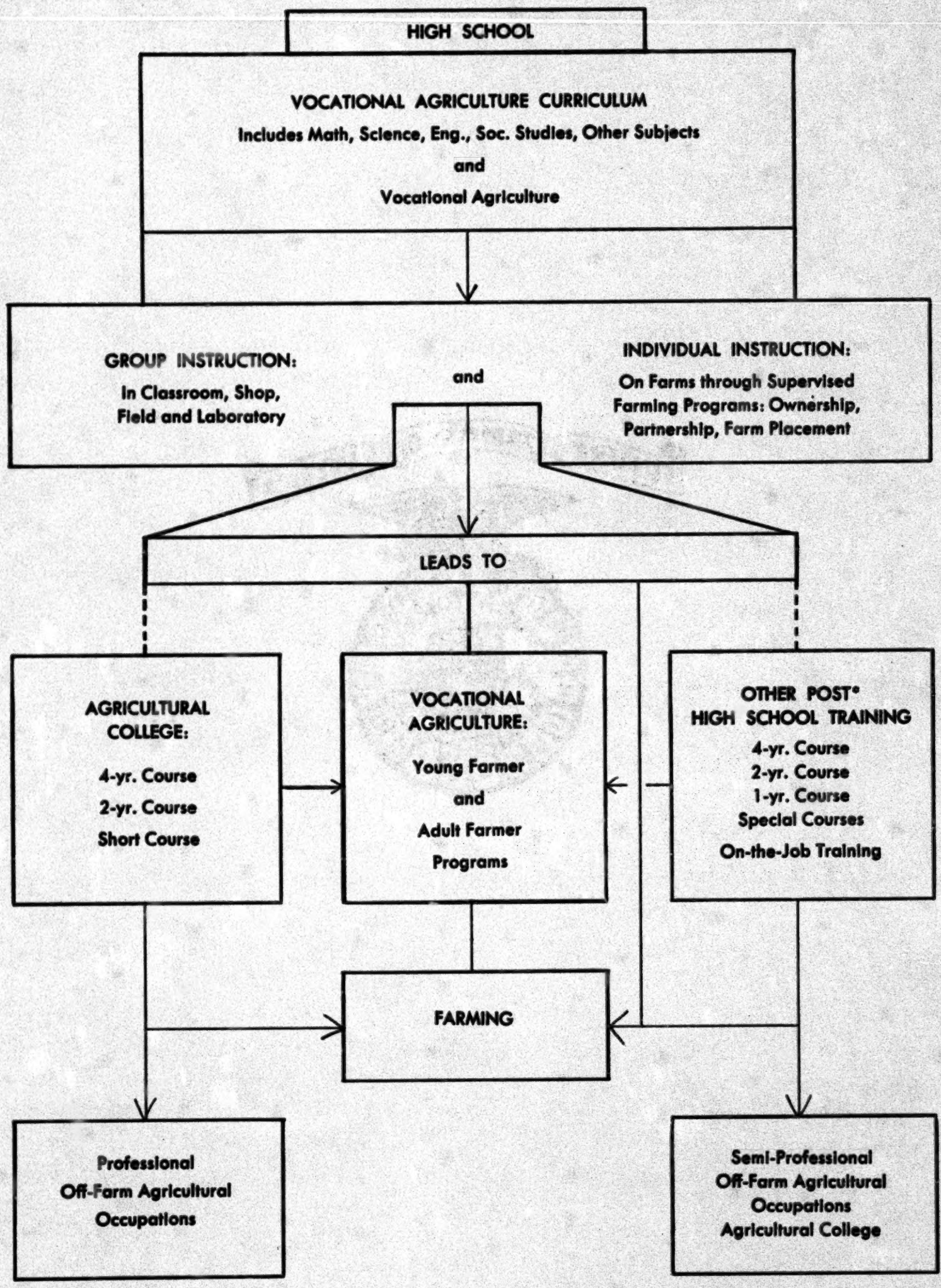
RECORD OF VISITS AND CONFERENCES



Date and Teacher's Initials	TEACHER'S COMMENTS ON STUDENT'S PROGRESS

A DIAGRAM OF VOCATIONAL AGRICULTURE

What It Is — Where It Leads



* Includes Area Vocational-Technical Schools, Community Colleges and other institutions where agriculture is taught.